

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH and NUTRITION SERVICES, and CHILD/FAMILY/SCHOOL
PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457**

TO: Sponsors of School Nutrition Programs

FROM: Maureen Staggenborg, Director, Child Nutrition Programs

**SUBJECT: Operational Memorandum #11-04
State Directors' Meeting – Tuesday, April 27, 2004**

DATE: March 11, 2004

Sponsors of school nutrition programs are invited to a State Directors Meeting on Tuesday, April 27, 2004 at the Rocky Hill Marriott. This meeting is called for two purposes:

- 1) During recent administrative reviews, members of the child nutrition staff have identified a number of compliance deficiencies. These deficiencies will be reviewed during this meeting.
- 2) We continue to work toward a goal of having all sponsors submitting claims online. Procedures for online claiming will be reviewed.

This meeting includes a buffet breakfast. Our hope is that sponsors might come and share some professional time together before the actual meeting begins, so please plan to join us at 8:00 A.M. The meeting will begin promptly at 8:45 A.M. The fee for this meeting includes the cost of the room usage and food, and is an allowable program expense. In addition, this meeting is certifiable with the American School Food Service Association for 3 continuing education credits. We appreciate the cooperation of the Connecticut School Food Service Association in planning this meeting.

The meeting notice includes a registration section. Directions to the Rocky Hill Marriot are below. Please note that space is limited, and that NO walk-ins will be accepted. We must have your completed registration form and registration fee in advance. Please make checks payable to CTSFSA.

Questions regarding this memorandum may be directed to Mary Ragno (860-807-2082) or Teri Dandeneau (860-807-2079).

Directions to the Marriott Hotel Rocky Hill, 100 Capital Boulevard, Rocky Hill, CT 06067 Phone: 860-257-6000:

From I-91 **South**: Take Exit 23. Turn left off exit and continue one block to the hotel which will be on the right.

From I-91 **North**: Take Exit 23. Turn right and the hotel will be on your right.